

# Workshops

## December 2016

★ **Heber Employment Center**  
69 N. 600 W., Suite C • Heber City  
435-654-6505

★ **Park City Employment Center**  
1960 Sidewinder Dr. #103 • Park City  
435-649-0921

Register for  
reserved seating.  
Walk-ins  
welcome.



- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- Register at [jobs.utah.gov](http://jobs.utah.gov), or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

Job Seeking Skills		Location
<b>RESUMÉ WRITING &amp; COVER LETTERS:</b>		
Dec 9	9:00 AM–11:00 AM	Park City
Dec 15	9:00 AM–11:00 AM	Heber
<b>INTERVIEWING SKILLS:</b>		
Dec 8	2:00 PM–4:00 PM	Heber
Dec 16	9:00 AM–11:00 AM	Park City
<b>JOB SEARCH STRATEGIES (INCLUDES NETWORKING):</b>		
Dec 1	9:00 AM–11:00 AM	Heber
Dec 21	9:00 AM–11:00 AM	Park City
<b>EMPLOYMENT ESSENTIALS:</b>		
Dec 2	9:00 AM–11:00 AM	Park City
<b>*LINKEDIN #1:</b>		
Dec 8	9:00 AM–11:00 AM	Heber
Please call to schedule an appointment.		Park City

**RESUMÉ WRITING & COVER LETTERS:** Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.

**INTERVIEWING SKILLS:** Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.

**JOB SEARCH STRATEGIES (INCLUDES NETWORKING):** Learn tools and tips to navigate a successful online job search, including use of electronic job boards, online applications and sending or posting resumé. Basic computer skills required.

**EMPLOYMENT ESSENTIALS:** Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.

**LINKEDIN #1:** Learn how to sign up, complete and make your profile effective. We will teach what experts look for in a good profile.  
*\*Prerequisite — must have basic computer and Internet navigation skills. Register first, as computers are limited.*

Workforce Services • [jobs.utah.gov](http://jobs.utah.gov)



Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240.  
Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.